

HUMAN RESOURCES DEPARTMENT

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Date: February 23, 2010
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

I am recommending the following changes to the Administration Policies:

Human Resources Policy K. "Holidays" updates language by adding the Martin Luther King Jr. Holiday. As you are aware this holiday was part of the contract settlement with the AFSCME union. As the AFSCME employees are in seven departments and both downtown buildings, it seems logical to provide the same holiday to their supervisors and other non-represented employees in the buildings. The Martin Luther King Jr. Holiday already is a state holiday, so this will allow for the entire two buildings to be closed those days. Although minimal there is some cost savings related closure of the buildings. The addition of the holiday does not increase costs to the County, but does result in a minimal loss of productivity.

Human Resources Policy P. "Insurance and Deferred Compensation" modifies the language concerning part-time employee benefits. It moves the qualifying standard for health, dental, vision and LTD benefits to non-represented employees who work 1560 hours a year (i.e. a .75 FTE or 30 hours a week employee). There currently are 4 part-time non-represented employees who are provided benefits. Of these 3 are .75 FTE, who would continue to receive benefits. One employee is a .50 FTE, therefore additional language was added "grandfathering" her benefits. The modification will only affect new hires that are scheduled to work less than 1560 hours a year. We were able to successfully negotiate this change with the PPME union.

K. HOLIDAYS

GENERAL POLICY

It is the policy of Scott County to grant its employees certain holidays off from work with pay as specified herein.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

All Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

HOLIDAYS

Non-represented employees are granted the following holidays: Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve Day; Christmas Day; New Year's Day; Martin Luther King Jr. Day; Memorial Day; and Two (2) Floating Holidays.

HOLIDAY PAY PROCEDURE

The holidays listed in this policy conform to a Monday through Friday work schedule whereby those holidays falling on Saturday or Sunday are observed on Friday or Monday. However, for those employees involved in continuous operations as defined in Policy I, the traditional day of observance will be used for paying premium holiday pay. If an employee considered exempt pursuant to the FLSA is required to work on a holiday, they are not eligible for premium holiday pay but the department director may

permit them to take off a different day in the same pay cycle.

Except as limited by the scheduling requirements of continuous County operations, employees are granted those holidays listed in this policy with pay at their straight time hourly rate for the number of hours which they would normally work, up to a maximum of eight (8) hours pay per holiday.

In those cases where an employee is required to work on a holiday, that employee shall receive one and one-half (1-1/2) times his/her straight time hourly rate of pay for all consecutive hours worked if the shift began on the holiday, and this shall be in addition to any holiday pay the employee would otherwise receive. Part-time non-benefit eligible (not seasonal) employees will be paid premium holiday pay only for actual hours worked on the holiday. Part-time Correctional Health Nurses commonly referred to as "contract" or "on-call" receive a \$5.00 an hour premium for actual hours worked on the holiday, however if they do not qualify for the "contract pay rate" they shall receive premium holiday pay for actual hours worked on the holiday. The employee may elect to take up to twelve (12) hours of such holiday pay as compensatory time off; however, an employee shall not accrue more than sixty (60) hours of unused holiday/compensatory time.

Regular, part-time employees are eligible to receive holiday benefits on the condition that such part-time employees are scheduled to work one thousand forty (1,040) hours or more annually. Such employees will receive holiday pay on a pro-rated basis, according to their assigned salary percentage. For example, an employee rated at fifty percent (.50 FTE) would receive four (4) hours of holiday pay. Coop students, temporary and/or seasonal employees are not eligible for holiday benefits.

If a holiday occurs during a paid leave of absence, the employee will receive holiday pay for that day and the holiday will not be counted as part of the leave of absence.

12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue holidays and floating holidays based on a 2,184 hour per year schedule. Eligible employees will earn 8.4 hours for each holiday and floating holiday, they may supplement hours to reach 12 hours with floating holiday, compensatory time, vacation or "approved without pay".

FLOATING HOLIDAYS

Floating holidays will be scheduled by mutual agreement between the employee and the department head. If agreement cannot be reached by February 1st of each fiscal year, the department head may unilaterally schedule these holidays. Floating holiday leave will be charged in actual hours used with a minimum charge of fifteen minutes. Floating holidays shall not be carried from one fiscal year to another fiscal year, nor shall they be

granted, if unused, to any employee upon retirement, termination or discharge. No employee will be permitted to work on his/her floating holidays. An employee will not be granted a floating holiday during his/her probationary period.

Regular, part-time employees who are scheduled to work 1,040 hours or more annually, are eligible to accrue floating holiday hours according to their percentage of full-time employment. Floating holidays for regular, part-time employees shall be used according to the number of hours which the individual would normally work.

P. INSURANCE AND DEFERRED COMPENSATION

GENERAL POLICY

It is the policy of Scott County to offer medical, prescription drug, dental, vision, life insurance coverage and deferred compensation options to its benefit-eligible employees.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder with the exception of the elected office holder themselves and Deputies;

All elected office holders and/or Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

HEALTH BENEFIT ELIGIBILITY

To be eligible for group health and/or life insurance benefits, an employee must occupy a regular full-time position or a regular part-time position scheduled to work at least one thousand, five hundred and sixty (1560) ~~and forty~~ hours per year. Non-represented regular part-time employees hired before July 1, 2010 and scheduled to work at least one thousand and forty (1040) hours per year continue to be eligible for coverage. Coverage is normally effective the first day of the month following appointment to a benefit-eligible position.

GROUP HEALTH BENEFITS

Coverage available under the County's group health plan include: hospital and medical benefits; prescription drug benefits; dental benefits, and vision benefits. A detailed description of benefits, including deductible, premiums and coinsurance requirements, is

available through the Human Resources Department.

The County will pay the monthly single premiums for benefits included under the group health plan, and will pay a portion of the dependent premiums for those employees electing dependent coverage. The specific amount to be contributed by the County for dependent coverage will be established each year by the Board of Supervisors as part of its annual budget review process.

GROUP LIFE BENEFITS

Benefit-eligible employees in positions classified under 350 Hay points are eligible to receive term life and AD & D insurance coverage equal to \$20,000. Benefit-eligible employees in positions classified at 350 Hay points or above are eligible to receive term life and AD & D insurance coverage equal to one hundred percent of their annual salary as of July 1st of each year. Department Heads, Elected Officials, and Deputy Office Holders are eligible to receive term life and AD & D insurance coverage equal to two hundred percent of their annual salary as of July 1st of each year.

The County will pay the monthly premium for the term life and AD & D coverage described above.

TERMINATION OF GROUP COVERAGE

Life insurance coverage under the County's group plan will end on the employee's date of employment termination.

Health coverage under the County's group plan will normally terminate at the end of the month in which the employee terminates employment with the County. However, an employee may be eligible to extend coverage under the group plan as required by state or federal law. An employee shall be considered a retiree for purposes of continued insurance coverage until age 65 if one of the following occurs: 1) the employee qualifies for full retirement benefits through IPERS with service from the County, another employer, or purchased service quarters; 2) the employee is age 55 or more and has at least 20 years of service with the County; or 3) the employee is a Sheriff's deputy, is age 50 or more and has 22 or more years of service. Premiums for extended coverage after employment shall be paid by the employee at 102% of the actual cost. Information on the extension of group coverage and/or conversion to an individual medical insurance policy is available through the Human Resources Department

LONG TERM DISABILITY

Benefit eligible employees are provided with a long term disability insurance policy with the premium paid entirely by the County. The amount of coverage is 60% of the

employee's annual salary, following a determination of eligibility and a 90 day waiting period. Specific details are found in the insurance plan document.

DEFERRED COMPENSATION PLAN

Employees shall have the option of deferring a portion of their compensation for the purpose of building retirement security in a tax-sheltered investment plan in accordance with state and federal law. Payroll deductions can only be made for Deferred Compensation Plan Providers who have completed Deferred Compensation Plan Administrator Agreement and have a minimum of 10 employees requesting enrollment in the plan. All Deferred Compensation Plan Providers must satisfy the requirements of Section 457 of the Internal Revenue Code and the Administrator Agreement to maintain eligibility as a provider.

For those employees with four or more years of continuous service with the County, or who reach the top of their pay range prior to the end of any calendar year, the County will match their contribution at \$.50 for each dollar the employee contributes during that calendar year, up to a maximum of \$500.00. The matching contribution will be paid in the second paycheck in January of the following calendar year or upon termination of employment, whichever occurs first. The employee is responsible for monitoring and not exceeding the maximum allowable annual contribution in accordance with Section 457 of the Internal Revenue Code.

Information regarding payroll deduction for deferred compensation and selection of Providers, distribution, change or designation of beneficiaries is available through the Human Resources Department. The County does not solicit, nor endorse any Deferred Compensation Plan Provider.

FLEXIBLE BENEFITS PLAN (SECTION 125)

Pursuant to Section 125 of the Internal Revenue Code, the County offers employees the option of using a portion of their before tax compensation for one or more of the following flexible benefit plans:

1. Premium Only Plan - Provides for the reduction of compensation by the employee contribution for health and life insurance premiums before taxes.
2. Effective January 1, 1997: Dependent Care Reimbursement Account - Employees fund the flexible spending account by regular payroll deductions prior to tax. The account cannot exceed \$5,000 annually (\$2,500 if married and filing separately). Dependent care expenses are then reimbursed up to the amount of the annual election.

Unused annual elected amounts are forfeited.

3. Effective January 1, 1997: Health Care Reimbursement Account - Employees determine an annual election amount up to a \$2,500.00 limit, to be put into a flexible spending account for non-covered health-related expenses. The elected amount is deducted from compensation prior to tax and expenses are then reimbursed up to the amount of the employee's annual election.

Unused annual elected amounts are forfeited.

Employees electing to participate in one or more of the plans may have expenses for group health premiums, dependent care, or out-of-pocket health care costs deducted from compensation prior to taxes. Detailed information and enrollment forms regarding these flexible benefit plans are available through the Human Resources Department.

ADMINISTRATIVE PROCEDURES

1. The Human Resources Department is responsible for administering the County's group health, life, deferred compensation and Section 125 flexible benefit plans.
2. The County retains full authority to change the plan of benefits described in this policy, to self-insure all or any portion of said benefits, and to select the insurance carrier or claims administrator.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

March 4, 2010

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That Human Resources Policy K. "Holidays" is hereby modified to add Martin Luther King Jr. Holiday for non-represented employees.

Section 2. That Human Resources Policy P. "Insurance & Deferred Compensation" is hereby modified benefits for part-time non-represented employees.

Section 3. This resolution shall take effect immediately.

